

EDITED TASK LISTING

CLASS: Senior Instructional Designer (Technology), Commission on Peace Officer Standards and Training

NOTE: Each position within this classification may perform some or all of these tasks.

1.	Routinely uses instructional technology to develop training and performance improvement programs in a variety of curriculum and interactive formats employing a systematic methodology.
2.	Routinely consults with subject matter experts from various agencies, institutions of higher learning, and training presenters to determine the scope of specific training requirements and advisability of using various training technology applications and delivery systems.
3.	Routinely directs the design, development, and delivery of competency-based instructional packages, which may be complex, large-scale, interactive, multimedia, technology, using the instructional design process and computer application software.
4.	When directed, conducts problem analysis to identify performance-based training solutions using performance analysis, job analysis, and content analysis techniques.
5.	Directs the implementation of training programs for local and State agencies, training presenters, and providers for employee performance improvement using adult learning principles and practices, as instructed.
6.	Using performance data, prepares reports regarding the development, implementation and evaluation of training programs and curricula to provide information to decision makers, as required.
7.	As available, attends meetings and conferences on technology development and instructional design standards and mastery learning criteria programs to remain current in the field of instructional design using resources (e.g., funds and materials).
8.	Routinely serves as leadperson to provide training, instruction and/or guidance in the performance of instructional design tasks using various resources (e.g., Instructional Systems Design Models, principles and practices of adult learning, appropriate technology).
9.	Advises management of performance deficiencies to provide information on training needs through program assessments, as required and/or upon request.
10.	Routinely develops curriculum materials to produce training packages using instructional design methodology and technology.
11.	Routinely maintains a current inventory of available instructional materials using appropriate data base technology to create a catalog for use by training managers.
12.	Routinely distributes periodicals, articles and related materials to provide information on current training technology and practices.

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13.	Conducts needs assessment for training requirements to solve performance problems using various techniques to determine the “why, for whom, what, when, and where” needed to close the gap in performance, as needed.
14.	Routinely, incorporates motivational factors into the design and development of instructional programs to develop lessons with enhanced learning effectiveness using communication techniques for gaining and holding the attention of the learner.
15.	Routinely provides security of training materials to ensure confidentiality of tests and sensitive lessons using appropriate document control methods.
16.	Communicates in a professional and effective manner with others using tact and interpersonal skills to establish and maintain effective working relationships in all situations.
17.	Delivers effective oral presentations to management, customers, and technical staff to provide information for decision making using various tools, equipment, and aids, as needed.
18.	Conducts research of databases and files using internet and other search techniques to gain information of existing materials pertaining to the training requirement, as needed.
19.	Routinely evaluates training program effectiveness to determine if the performance deficiency has been corrected by the instruction using various evaluation techniques.